

Chapter 1

Project Agreement Preparation

1.1 GENERAL

This chapter outlines instructions for preparation, information to be included, and steps required for the development and submittal of the traffic safety project agreement. The individual component pages and schedules of the project agreement are identified and summarize the terms of the agreement between the applicant agency and the Office of Traffic Safety (OTS). This chapter also includes helpful notes, references to other pertinent chapters, and a sample completed project agreement (see Exhibit Section) shown as EXHIBIT 1-A.

1.2 FORM OF AGREEMENT

1.2.1 A Traffic Safety Project Agreement consist of the following documents:

- (a) Traffic Safety Project Agreement Page 1, (OTS-38).
- (b) Page 2, (OTS-38a) prepared by OTS.
- (c) Project Description (Schedule A), (OTS-38b).
- (d) Detailed Budget Estimate (Schedule B), (OTS-38d and OTS-38e).
- (e) Budget Narrative (Schedule B-1), (OTS-38f).
- (f) Quarterly Evaluation Data Form (Schedule C), (OTS-38g), when required.
- (g) Acceptance of Conditions and Certifications (OTS-33), documenting the terms, conditions, and certifications specific to the agreement between OTS and the applicant agency.

1.2.2 The instructions for completing each part of the agreement are detailed in the following sections of this chapter. For further clarification, please refer to the sample project agreement (EXHIBIT 1-A) or contact your OTS Regional Coordinator.

The importance of prior planning and a detailed project description cannot be overemphasized. OTS personnel are available to help at any stage in the preparation of your project agreement.

1.2.3 Five (5) sets of the project agreement, complete in all details are required. Two (2) sets must have original signatures on the Page 1 (OTS-38) and the Acceptance of Conditions and Certifications (OTS-33). Also, be sure to submit a copy of your draft and final agreement on a computer disk or electronically to your Regional Coordinator.

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Note: Whiteout may not be used anywhere on the Page 1 and no one may sign “for” individuals whose names appear on the Page 1.

1.3 Project Agreement (Pages 1 and 2) OTS-38 and OTS-38a

These pages of the Project Agreement summarize the terms of this contract between the applicant agency and OTS.

Page 1 provides space for the applicant agency to enter its portion of the project agreement data and the necessary signatures.

Page 2 is completed by OTS after the final project agreement has been submitted by the applicant agency. It provides space for pertinent budget funding data and OTS approval signatures.

1.3.1 Information to be furnished by the applicant agency on Page 1 (OTS-38), is detailed below by item number and title:

Item 1, Project Title - Insert a brief project title, preferably not more than four words, and ending with the words “project” or “program”.

Item 2, Name of Applicant Agency - Insert the name of the governmental agency (city, county, school district, etc.) with whom this agreement will be executed.

Item 3, Agency Unit to Handle Project - Indicate the unit within the agency that will be responsible for the project.

Item 4, Project Period - Indicate the proposed beginning and ending dates. The project period should include a preparation phase, and cover the anticipated time to complete the project activities.

Item 5, Project Description – Briefly summarize the project plan that describes the activities to be conducted that address the problem statement. Extra space should not be required.

Item 6, Federal Funds Allocated - Indicate total federal funds budgeted for project period. (The amount shown here will be equal to the total funds budgeted in Schedule B for the entire project period and should not exceed the amount authorized by the Regional Coordinator.)

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Item 7, Approval Signatures - The project agreement pages, Schedules A, B, and B-1, describe the terms and obligations to which the agency agrees when accepting an award under this program. Those individuals whose names appear on Page 1 must sign this document. No one may sign “for” the individuals whose names are typed in Section 7.

- (a) Project Director - Type name, telephone number, office address, e-mail address, and title of the person designated to be responsible for the day-to-day operations of the project and for compliance with project requirements. The project director must sign two (2) sets of the project agreement.
- (b) Authorizing Official of the Applicant Agency - Type name, telephone number, office address, e-mail address, and official’s title. Two (2) sets must have original signatures of the official authorized to commit the agency to the terms and conditions of the agreement.
- (c) Fiscal or Accounting Official - Type name, telephone number, office address, e-mail address, and official title of the agency employee responsible for the fiscal/accounting records of the agency. Two (2) sets must have original signatures.
- (d) Office Authorized to Receive Payments - Type the name and address of the agency office to which reimbursement payments are to be mailed.

1.4 PROJECT DESCRIPTION (SCHEDULE A) OTS-38B

- 1.4.1 This section includes all the information related to the project, with the exception of the budget. The sample project agreement (EXHIBIT 1-A) contains examples of the types of information desired for a Police Traffic Services (PTS) project. Projects in all other program areas (i.e., alcohol, occupant protection, pedestrian, etc.) should contain similar information on the Schedule A.
- 1.4.2 Problem Statement - The problem statement is one of the most important parts of your project agreement and should be written carefully and concisely. Points or questions to be addressed in the problem statement are:
 - (a) What is the traffic safety related problem or deficiency and how was it identified. Compare your collision and/or safety equipment usage rates with statewide averages. If applicable, include the latest available DUI arrest and/or collision data for your jurisdiction.

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Provide pertinent statistical data that help identify the problem(s). The following are examples of data categories that you may include, but are not limited to, in your application:

- ◆ Fatal and Injury Collisions
- ◆ Alcohol Involved Fatal and Injury Collision
- ◆ Had-Been Drinking (HBD) Fatal and Injury Collisions Under Age 21
- ◆ HBD Fatal and Injury Collisions Between the Ages of 21 and 34
- ◆ Pedestrian Fatalities and Injuries
- ◆ Pedestrian Fatalities and Injuries Under Age 15
- ◆ Pedestrian Fatalities and Injuries Age 65 and Over
- ◆ Bicycle Fatalities and Injuries
- ◆ Bicycle Fatalities and Injuries Under Age 15
- ◆ Speed Related Fatal and Injury Collisions
- ◆ Nighttime Fatal and Injury Collisions (9 p.m. - 3 a.m.)
- ◆ Hit-and-Run Fatal and Injury Collisions
- ◆ High collision locations
- ◆ Seat Belt Compliance Rate
- ◆ Child Safety Seat Compliance Rate
- ◆ Child Safety Seat Misuse Rate
- ◆ Bicycle Helmet Usage Rate Under Age 15
- ◆ Emergency Response Times to Collision Site
- ◆ Emergency Response Time From the Time of the Collision to Hospital Treatment
- ◆ Population Trends
- ◆ Roadway Mileage Changes
- ◆ Current Level of Traffic Safety Education in Local Schools
- ◆ Justification for items listed in the budget

(b) What factors contribute to the identified problem? Answer Who, What, Where, and When. A review of collision reports will be necessary.

(c) Present the problem(s) so that there is a logical connection to the project goals and objectives and the proposed solution.

1.4.3 Performance Measures

OTS has developed program area “Blueprints” to present a recommended problem identification process and sample goals and objectives. The OTS Blueprint-Best Practices document can be found on the OTS website at (<http://www.ots.ca.gov/grants/default.asp>).

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Project Goal(s) - Goals serve as the foundation upon which the project is built. Goals are what you hope to accomplish by implementing a traffic safety grant. Examples are: “To increase seat belt compliance by 10 percentage points from the calendar 2004 base year survey rate of 73% to 83% by December 31, 2005,” or “To reduce fatal and injury alcohol involved collisions by 20% from the calendar 2004 base year total of 120 to 96 by December 31, 2005.” The base year data is your local data.

Project Objectives - Objectives are tasks or activities undertaken during the project period to make the goal(s) a reality. Objectives are designed to move you closer to achieving the overall goal(s). Examples are: “To conduct 12 DUI/Drivers License checkpoints by December 31, 2005,” or “To conduct 8 bicycle rodeos by December 31, 2006.”

Below are guidelines for writing good goals and objectives:

- (a) Start with the word “to,” followed by an action verb.
- (b) Be concise and deal with a specific activity to be accomplished.
- (c) State in measurable terms when applicable.
- (d) Be realistic and attainable, but still present a challenge.
- (e) Include a target date or statement of duration for accomplishment.

1.4.4 Method of Procedure

Identify the work (tasks) to be done in order to accomplish the stated objectives. The work must be divided into its major phases and listed in the order in which each phase will be initiated. Identify the beginning and ending dates of each phase, and describe, step by step, the work to be done within each phase that is necessary to accomplish the objectives, as well as any interim reports or other measurable products which may be produced. This section should cover the entire project period. The final phase should address the data collection and quarterly reports.

1.4.5 Method of Evaluation

Essentially, the purpose of the evaluation is to measure the degree of success that is achieved as a result of the activities that are funded. Include this statement as the Method of Evaluation: “Using the data compiled, the Project Director will evaluate: (1) how well the stated project goal(s) and objectives were accomplished; (2) if all the activities outlined in the Method of Procedures were performed in accordance with the project agreement; and (3) was the project cost effective?”

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1.4.6 Administrative Support Statement

Provide a general statement that describes the agency support and continuation of the project. The statement should document administration (city council, board of supervisors, county executive, city manager, etc.) support.

1.5 DETAILED BUDGET ESTIMATE (SCHEDULE B, PAGES 1 & 2) OTS-38D & 38E

1.5.1 The budget should cover the entire period of the project including, in some projects, a three month preparation period. Space is provided on the form to estimate costs up to a maximum three year period. The program operates on the federal fiscal year which begins October 1 and ends September 30. The Schedule B Detailed Budget Estimate form is provided as a two page Excel spreadsheet, and calculates totals as costs are entered.

1.5.2 Costs are divided into six categories. List costs in those categories that pertain to your project as follows:

- (a) Personnel Costs - Enter classifications to be utilized, the monthly or hourly salary rate (based on the method of compensation for that classification) and percentage applicable to the project. Overtime salaries must be broken out separately from regular pay. Reasonable cost of living increases or merit increases should be estimated and included. Extend computations to fiscal year columns. Subtotal the salaries and add the amounts required to cover related employee benefits as a separate line item.
- (b) Travel Expense - Enter estimated cost of travel related to the project. Cost items include transportation and per diem and must be segregated into "in-state" and "out-of-state" travel.
- (c) Contractual Services - Enter estimated cost of services to be provided for each contract to be awarded on the project. Do not list firm, agency, or individual's names. Use descriptive titles that summarize contracted service such as, "CPS Training," "GIS Design and Implementation," "Evaluation Services," "Program Management," "Public Awareness Campaign," etc.
- (d) Equipment - Enter the estimated cost of each item of equipment to be purchased. Items that have a useful life of more than one year and cost \$5,000 or more should be included in this category. The total cost of equipment includes modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for project purposes including tax, shipping, and installation, excluding any discounts.

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- (e) Other Direct Costs - This category should include the line item titles of any other direct project expenses not covered in previous categories including services not requiring contractual agreements and minor equipment. The following are examples of line item titles that may apply: office supplies, printing services, educational materials, radar units, child safety seats, bicycle helmets, and promotional items.

Note: If a line item cost in this category is based on an allocation, it must be identified in the line item title such as “Allocated Office Supplies” or “Communication Allocation.” Cost allocation plans may be requested to ascertain that costs are equitably distributed to the project.

- (f) Indirect Cost - This rate should cover those costs that have not been defined above as direct project costs. See Chapter 2 for details on OTS reimbursement limits.

- 1.5.3 After all costs have been itemized, verify the calculated totals in the “Total Cost to Project” column, each Category Sub-Total, the Project Totals for each fiscal year, and Total Project cost.

1.6 BUDGET NARRATIVE (SCHEDULE B-1) OTS-38F

- 1.6.1 This schedule should provide brief descriptions that include project relationship and/or examples of costs that will be charged in each line item. The Budget Narrative should be complete, covering all cost categories and individual line items in the same order as the Detailed Budget Estimate (Schedule B).

- (a) Personnel Costs - Explain project related activities and/or responsibilities for each position identified in the Schedule B. Itemize employee benefits and rates. Refer to EXHIBIT 1-A for format.

Note: As actual benefit costs are significantly different for regular and overtime salaries, both rates must be identified and itemized.

- (b) Travel Expenses - Describe the type of travel necessary to complete project objectives. Also identify any conferences or training seminars to be funded under this project. Specific out-of-state trips should be listed if known or separate written trip authorization from OTS will be required prior to incurring cost. The applicant agency’s documented travel policies and established reimbursement rates will apply as prescribed in Chapter 2.5.

Note: If agency does not have written travel policies, it must be noted in the budget narrative and the State of California travel policies will apply. (Copies may be obtained from your OTS Regional Coordinator.)

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- (c) Contractual Services - Provide a brief description of the services that will be provided by each contract identified in the Schedule B and describe how they relate to meeting the project objectives. Refer to Chapter 6, Procurement & Contract Administration for subcontract development requirements.
- (d) Equipment - Provide a brief description of the item identified in the Schedule B and its intended use as it relates to the project. Description should also mention if costs include any attachments, accessories, auxiliary apparatus, installation or modification necessary to prepare for intended use. Do not list equipment brand names.
- (e) Other Direct Costs - Provide a brief description, for each line item listed in the Schedule B, the type of expense the line item title represents with examples of costs in that classification. An example for the line item title, Educational Materials might be: Funds will be used to purchase materials and services necessary to develop educational materials such as brochures, videos, training workbooks, etc.
- (f) Indirect Cost - Provide a brief description of each cost included in this rate. Also define which costs in the Schedule B this rate will be applied to. See Chapter 2 for OTS reimbursement limitations.

1.6.2 Program Income

A program income statement must be included in Schedule B-1 that describes the program income that will be generated/earned as a result of grant-supported activities. Such earnings may include, but are not limited to, income from service fees, sale of commodities, usage or rental fees, royalties or patents, copyrights, and vehicle impounding. Taxes, levies, fines, and other such governmental revenue are not program income unless the revenues are specifically identified in the grant agreement as program income. If appropriate, one of the following descriptions may be used:

- (a) There will be no program income generated as a result of this project.
- (b) Program income will be generated as a result of “a nominal fee charged for each bicycle helmet distributed during this project.” These funds will be accounted for in the project account and will be utilized by the (applicant agency) to either further the objectives of the project, or reduce current project costs. The estimated program income for this project is \$_____.

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- (c) “In order to create a self sustaining program to continue after the grant ends, a “Traffic Offender Fund and Ordinance” shall be established permanently for the purpose of receiving and expending fees collected for the impoundment of a vehicle. Monies in the traffic offender fund must be accounted for in a special fund account and are not available to the general fund. The appropriation of all monies in the “Traffic Offender Fund” shall go for the purpose of the traffic offender program (TOP). The TOP shall include the enforcement of, education for, and prosecution of drivers with a suspended or revoked license and unlicensed drivers.

Expenditures shall include, but not be limited to, purchase of equipment, contractual services, materials and supplies, and other technology necessary to prosecute the case, and personnel costs. The balance remaining in the “Traffic Offender Fund” at the close of any fiscal year shall be carried forward.” Program income generated after the grant period must follow the same spending and accounting requirements as set forth during the grant period.

Program income must be maintained in a separate account that identifies disposition by documenting that the program income will be used to further the objectives of program area under which it was generated or used to reduce project costs. Any balance remaining in the program income account at the close of fiscal year shall be carried forward.

1.7 QUARTERLY EVALUATION DATA FORM (SCHEDULE C) OTS-38G

Schedule C when required for projects in Police Traffic Services, Alcohol and Other Drugs, Occupant Protection, and Pedestrian and Bicycle Safety, provides a statistical base from which to evaluate need and potential effectiveness of projects. This data is to be updated quarterly (Chapter 7). Contact your OTS Regional Coordinator for this form.

1.8 ACCEPTANCE OF CONDITIONS AND CERTIFICATIONS (OTS-33)

This form provides for signed acceptance of the General Terms, Conditions, and Certifications, as detailed in the OTS Program Manual, Volume II, Chapter 6, EXHIBIT 6-A. The persons signing Page 1 (OTS-38) of the project agreement as “Project Director” and “Authorizing Official” must sign the OTS-33 (EXHIBIT 1-B).